

HRO HIGHLIGHTS and TRAINING NOTES

Human Resources Office

<http://amp.nrl.navy.mil/code1800/>

March 2001



Important Employee Action Items

**Human Resources Service
Center Contacts**
(See Page 4 for details)

**NRL'S 2001 Retirement
Seminar**

**22-23 March &
3-4 April**

Announcement of Awards
(See Page 9 for details)

**Upcoming Training
Dates**
(See Page 10 for details)

NRL DEMO on the web at
[http://amp.nrl.navy.mil/hr-
demo/](http://amp.nrl.navy.mil/hr-demo/)

What's New on the Employee Relations Menu

*Jan Walker
Code 1850*



Employees and supervisors can benefit from checking out the Employee Relations (ER) menu at <http://amp.nrl.navy.mil/code1800/ERMENU.htm>. For instance, by clicking on *Advisory Services*, you can access a description of what the ER staff can do to help you resolve dissatisfactions with your work situation or an employee's performance, conduct and attendance problems. And by clicking on *Counseling Referrals*, you can find information on the services of the Civilian Employee Assistance Program, including NRL-DC's Counseling/Referral Service. Supervisors

can obtain guidance on dealing with employee performance and conduct deficiencies that may be caused by underlying personal problems. The guidance describes supervisory responsibilities and the role of the Civilian Employee Assistance Program. Sample letters help supervisors make referrals to that program.

The following are some new additions to the Health/Life Insurance; Retirement/TSP page:

- Civil Service Retirement System Offset Annuity Calculations
- Continued...

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New Articles of Interest

What's New...

Continued...

- Thrift Savings Plan Options as a Retiree
- Chart for Converting Unused Sick Leave into Service Credit for Civil Service Retirement System Employees
- Court Ordered Benefits for Children
- Direct Payment of Federal Employees' Group Life Insurance Premiums During Periods of Insufficient Pay
- Payment of Federal Employees' Health Benefits Premiums for Periods of Nonpay Status or Insufficient Pay
- Temporary Continuation of Health Benefits Coverage for Children who Reach Age 22, Departing Employees and Former Spouses

Medical Benefits for NRL Job-Related Injuries

Roxanne Drake
Code 1850



If you become injured or ill during the performance of your job at NRL, and your claim for benefits is approved by the Office of Workers Compensation Programs (OWCP), you may receive unlimited medical, surgical and hospital services and supplies needed for treatment of the injury or illness. You may also be reimbursed for travel expenses associated with treatment. And, you may be eligible for a monthly attendant allowance in the event your injury or illness is so severe that you cannot feed, bathe or dress yourself.

At the time you sustain a job-related **traumatic** injury, (you slip, trip, fall, cut or lacerate yourself, sustain a strain, etc.), you must first notify your supervisor, and, if able, report to the NRL Medical Clinic. Your supervisor

will give you OWCP Form CA-1, Federal Employee's Notice of Traumatic Injury." When able, you must complete side 1 of the form, and your supervisor will complete side 2. You may elect to receive examination and treatment by the NRL Medical Clinic, or a qualified local physician or medical facility of your choosing. The term physicians include surgeons, osteopathic practitioners, podiatrists, dentists, clinical psychologists, optometrists and chiropractors within the scope of their practice as defined by State law.

You or someone acting in your behalf must contact your servicing Injury Compensation Program Administrator (ICPA) located in the Employee Relations Office, Code 1850, as soon as you are injured (no later than 48 hours after injury), so that arrangements can be made for examination and emergency treatment **authorization**. Without proper authorization, it is not guaranteed that the initial examination and treatment will be paid by OWCP.

It is *your* responsibility to communicate with your supervisor about your medical status, and for providing valid medical documentation to the ICPA if you have the need for further medical attention. It is *your* responsibility to ensure Form CA-1 is completed by you and your supervisor, and sent to the ICPA. Last but not least, it is *your* responsibility to tell your physician that NRL will accommodate your physical limitations if you have sustained a disabling injury.

If you have any questions or concerns regarding the NRL Injury Compensation Program, you may contact the ICPA, Roxanne E. Drake, at 202-767-6737. For detailed information about the Program, please visit the Injury Compensation Program website (with links to other areas of interest) at <http://amp.nrl.navy.mil/code1800/ERMENU.htm>.

Federal Employees' Group Life Insurance (FGLI) Change to Accidental Death and Dismemberment Benefit

Effective November 1, 2000, accidental death and dismemberment benefits are no longer payable for a death or loss of limb caused by the insured driving while intoxicated as defined by the jurisdiction in which the insured was driving.



HRO HIGHLIGHTS

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2001 Social Security Changes

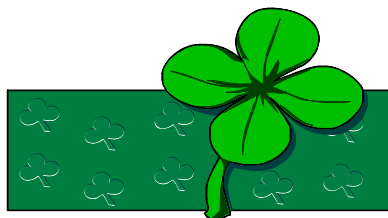
Social Security beneficiaries and Supplemental Security Income (SSI) recipients received a 3.5 percent cost-of-living adjustment (COLA) for 2001. Other important 2001 Social Security information is as follows:

- The tax rate for an employee is 7.65 percent. This tax rate is the combined rate for Social Security and Medicare. The Social Security (Old Age, Survivor, and Disability Insurance (OASDI)) portion is 6.20 percent on earnings up to the applicable maximum taxable amount. The Medicare portion is 1.45 percent on all earnings.
- The maximum earnings taxable (OASDI only) is \$80,400.
- The amount of earnings required for a credit/quarter of coverage is \$830.
- As of January 2001, the Retirement Earnings Test has been eliminated for individuals age 65-69. It remains in effect for those ages 62-64. A modified test applies for the year an individual reaches age 65. The earnings for the year an individual reaches age 65 is \$25,000 and applies only to earnings for months prior to attaining age 65. One dollar in benefits will be withheld for every \$3 in earnings above the limit. There is no limit on earnings beginning the month an individual attains age 65.
- The Retirement Earnings Test exempt amount for individuals under age 65 is \$10,680. One dollar in benefits will be withheld for every \$2 in earnings above the limit. Note: Any Federal Employees' Retirement System (FERS) annuitant who is receiving a FERS annuity supplement (unless he or she is under age 55 and retired under

one of the special provisions of law) will have his or her annuity supplement offset in 2002 by \$1.00 for every \$2.00 over this amount earned in 2001.

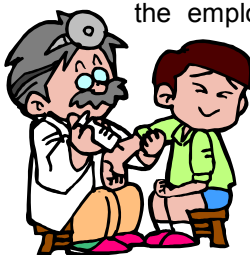
- The maximum Social Security benefit for a worker retiring at age 65 is \$1,536 per month.

For further information on Social Security benefits, go to web site <http://www.ssa.gov>.



Children's Equity Now Required Under Federal Employees' Health Benefits (FEHB) Program

The FEHB Children's Equity Act of 2000, enacted on October 30, 2000, is a new law that requires mandatory self and family coverage for FEHB-eligible employees who do not comply with a court or administrative order to provide health benefits for their children. Employees subject to such an order must enroll in self and family coverage in a plan that provides full benefits to their children in the area where they live or provide documentation that they have other health coverage for the children. If the FEHB-eligible employee fails to do so, the law requires the agency to enroll the employee involuntarily for self and family coverage in the standard option of the Blue Cross and Blue Shield Service Benefit Plan (enrollment code 105). Should an employee go into a nonpay status, the employee cannot elect to terminate the coverage. The employee must either make direct premium payments or incur a debt to be repaid when the



employee returns to pay status. By law, an employee can only continue FEHB coverage for one year, even when the employee is subject to a court or administrative order.

For more information, go to web site <http://www.opm.gov/asd/htm/2000/00-224.htm> or contact the Human Resources Service Center, Northeast (HRSC-NE).

Two New Investment Funds in 2001

The Thrift Savings Plan (TSP) has announced that the Small Capitalization Stock Index Investment (S) Fund and the International Stock Index Investment (I) Fund will be available May 1, 2001, in the current TSP record keeping system. The date for the implementation of the new record keeping system has not been set.

The S Fund will be the TSP's medium and small company stock fund. The objective of the S Fund will be to track the returns of the Wilshire 4500 stock index fund. The Wilshire 4500 index represents approximately 23% of the market value of the U. S. stock markets, and includes those stocks that are not found in the S&P 500 index (which is the index the C Fund tracks).

The I Fund will be the TSP's international stock index fund. The objective of the I Fund will be to track the returns of the EAFE (Europe, Australia, Asia and the Far East) stock index, an index that tracks the overall performance of the major companies and industries in the European, Australian, and Asian stock markets.



NRL-DC Sign Language Interpreter Service



Employees at NRL-DC who need the services of a sign language interpreter can get qualified interpreters by contacting the HRO Service Desk.

Sign language interpreters are an important commodity to NRL's hearing-impaired employees, as well as their supervisors and co-workers. Interpreters help make meetings, training sessions, and special events held at NRL-DC more comfortable and efficient. For technical or sensitive issues, employees can request that an interpreter be proficient in specialty areas such as: computer jargon, American Sign Language, medical terms, etc.

The HRO Service Desk is the **only** office authorized to make requests to a sign language company. Requests that are not made by the Service Desk are unauthorized commitments, and the person making the request will be held personally responsible for all costs incurred.

To request services or obtain information, contact the Service Desk on 767-3031 or e-mail HROServiceDesk@hro1.nrl.navy.mil. Provide the Service Desk with the following: your code; your name; your point of contact for the meeting; the point of contact's telephone number; the assignment address; the date(s) and beginning and ending times that the interpreter(s) will be needed; the number of interpreters needed; the type of meeting, etc.; language preference; the type of assignment (if the service is for a small group, platform, conference, one-on-one, round table, or other); and the name of the hearing-impaired employee(s) if known. The HRO Service Desk looks forward to accommodating your requests.

NRL'S 2001 Retirement Seminar

22-23 March
Guest Speaker
Dave Redden

3-4 April
Guest Speaker
Karen Schaeffer

Unemployment Compensation for Federal Employees

The Unemployment Compensation Program provides monetary payments to workers whose jobs have been terminated through no fault of their own, and who are ready, willing and able to work. In certain circumstances payments may also be available to employees who are placed in a nonpay status. Payments are made for a limited period of time to allow workers to meet basic needs while searching for employment. Most states pay a maximum of 26 weeks.



If you quit your job without good cause, are fired for misconduct connected with your work, or refuse a suitable job without good cause, you may be denied benefits until you become reemployed and earn a specific amount of wages or for a period of time specified by state law. The Program is administered by states as agents of the Federal Government. You may file a claim in any state. In general, the law of the state in which your last official duty station in Federal civilian service was located will be the state law that determines eligibility for unemployment compensation benefits. For most NRL employees, DC law will apply.

Upon your separation from NRL service, the Human Resources Service Center, NE (HRSC-NE) will send you a "Notice to Federal Employee About Unemployment Insurance", SF-8, and a "Notification of Personnel Action", SF-50-B. To apply for benefits, you will need to provide both forms. These forms are also available to employees who have been in a nonpay status for at least seven days.

For additional information about unemployment compensation, go to <http://workforcesecurity.doleta.gov/unemploy/unemcomp.asp>, click on State Unemployment Insurance Agency and click on your state. Each state's web site provides an unemployment compensation/insurance web page. If you work at NRL-DC, click on <http://does.ci-washington.dc.us/> for information on the eligibility criteria for workers employed in DC.

Human Resources Service Center Contacts:

Branch Hours:
7:00 a.m. - 3:30 p.m.

Email:
BENEFITS_NE@ne.hroc.navy.mil

Health Insurance Benefits:

Email above address or call Duwanda Chavis on (215) 408-5619; DSN 243-5619

Life Insurance/TSP Benefits:

Email above address or call Diane Barrett on (215) 408-5065; DSN 243-5065

Retirement Benefits:

Email above address or call Ken Bluford on (215) 408-5069; DSN 243-5069

Reminder that Social Security Retirement Age is Increasing

If you were born in 1938 or later, your full social security retirement age is going up. That means that you will have to wait longer to get your full retirement benefit amount from Social Security. While the full retirement age is gradually rising from 65 to 67, the age for early retirement is still 62 for everyone. Simply plug in the year of your birth on the online chart at www.ssa.gov/enews/retirechartred.htm and you can find exactly how old you need to be to get your full social security retirement benefit.

We've Been Asked



Q. Can the Office of Federal Employees' Group Life Insurance (OFEGLI) pay a funeral home from the FEGLI benefits. If so, how is this done?

A. Yes. OFEGLI can pay FEGLI benefits to a funeral home. The person who is entitled to the benefits can complete a request and send it to OFEGLI. Funeral homes have the required form.

Q. For a death in service, is there any provision for the spouse to receive a lump sum payment if eligible for a survivor annuity? The husband would prefer that a lump sum be paid to his two daughters.

A. There is no provision for the husband to receive a lump sum payment to give to his two daughters since he is eligible for a survivor annuity. He can transfer the funds to the daughters after he receives his monthly payments.

Q. A Federal Employee Retirement System (FERS) disability annuitant is receiving an annuity of \$13,884 and dies before reaching age 62. The annuitant elected to provide full survivor benefits to his spouse. Will the spouse receive 50 percent of \$13,884?

A. No, she will not receive 50 percent. If a FERS disability annuitant dies before reaching age 62, and he elected to provide full survivor benefits for his spouse, the survivor will receive an annuity equal to 50 percent of the retiree's earned annuity. The earned annuity is calculated using the following rules:

The annuitant's high-3 average salary is increased by all FERS cost-of-living *adjustments from the date of retirement to the date of death.*

The annuitant's service is increased by the years and months he was on the annuity rolls plus the years and months between the date of death and the date of the annuitant's 62nd birthday.

Q. If a Civil Service Retirement System (CSRS) Offset employee is married to a retired CSRS employee, what is the Social Security government pension offset (GPO) impact on a potential CSRS Offset survivor annuity?

A. First, the CSRS Offset annuity is generally required to be "offset" by the amount of any Social Security benefit the surviving spouse is entitled to receive that is attributable to the CSRS Offset service. The second offset is the GPO. This is an offset against the Social Security benefits surviving spouses may receive if they receive a pension from a plan that does not participate in

Social Security. The Social Security survivor benefit is reduced \$2 for every \$3 the survivor receives based on his own full CSRS annuity. In this case, because the surviving spouse's CSRS annuity reduces the Social Security survivor benefit to \$0, there will be no offset of the CSRS Offset survivor annuity.

Note: When a Social Security benefit is reduced to \$0 because of the survivor's earnings from current employment, the reduction in the CSRS Offset benefit continues to apply. It is only when the reduction in the Social Security benefit is due to the GPO that the reduction does not apply.



The Leprechaun Legend

According to Irish legend, the leprechaun is a tiny shoemaker who lives in the forest and has a pot of gold stashed away. He must divulge its hiding place to any person who catches him. One story tells of a nimble footed man who did that and compelled the leprechaun to take him to the bush where the gold was buried. The man tied a red handkerchief to the bush to identify the spot and ran home for a shovel. When he returned, he found that the leprechaun had tied red handkerchiefs to every bush in the field.



Dispute Resolution Assistance



Code 1850

HRO Services. The NRL HRO provides services that can help employees resolve their job-related concerns. NRL encourages employees and supervisors to use these services as an alternative to processing a formal grievance, appeal or EEO complaint.

Employee Relations (ER) and Equal Employment Opportunity (EEO) specialists and Civilian Employee Assistance Program (CEAP) counselors (such as those located in the NRL Counseling/Referral Service Office), can assist requesting parties by:

- Serving as a "sounding board";
- Helping the party devise a strategy for communicating concerns to the other party, and recommending actions each might take to reach a resolution; and
- Bringing the parties together with the goal of helping them achieve a mutually satisfactory resolution of the concern.

ER and EEO Specialists also are available to:

- Facilitate alternative forms of dispute resolution (ADR);
- Interpret relevant personnel regulations and advise on the workplace rights and responsibilities of supervisors and employees; and
- Report to higher management, where appropriate, alleged misconduct by the employee's coworkers or supervisors.



ADR is a term that covers a variety of non-adversarial techniques used in an effort to settle disputes before processing under formal procedures that apply to EEO complaints, grievances and statutory appeals. At NRL, commonly used techniques include mediation, negotiated agreements, and partnering with unions.

These techniques do not declare winners or losers, take sides, favor one party, or replace an employee's formal complaint rights. Rather, they enhance communication and cooperation with the goal of helping the parties (typically supervisor and employee) explore compromises or redefine their concerns or dispute in a way that helps them reach a mutually-satisfactory solution. No third party acts as judge or jury. Instead, the parties decide if and how they will resolve their dispute.



Mediation. At the request of an employee, and with the concurrence of the other party to the employee's concern or complaint, trained members of the HRO staff may mediate the issue. "Mediators" are neutral facilitators who guide parties through a confidential and informal discussion in hopes that they will reach their own resolution. The mediator structures the discussion to help both sides explain, clarify, and narrow their differences, as well as come to an agreement should both choose to do so. Mediation is not a legal proceeding, and the mediator has no authority or desire to rule on the issues or tell the parties what they should do.

Mediation involves several steps:

Opening Statements. After bringing the parties together and explaining the process, the mediator asks the concerned party to describe the concern, relevant background, and what he/she would like to see happen. The other party is then asked to respond and to state any of

his/her own concerns. During these opening statements, the parties may say anything they choose, take all the time they need, and speak without being interrupted.

Joint Discussion. Opening statements are followed immediately by a joint discussion. During discussion, the parties talk about the issues, and the mediator or either party may pose questions to the other party. The goal is to explore and clarify the parties' interests, concerns and possible options for achieving a resolution.

Private Meetings. The joint discussion is followed immediately by at least one private and confidential meeting between the mediator and each party. During these meetings, the party and mediator use each other as a sounding board for any additional concerns and resolution options/ideas. With the party's agreement, the mediator may then share such ideas and concerns during subsequent meetings with the second party.

Conclusion and Possible Agreement. Immediately following the private meetings, the parties rejoin and conclude the mediation. If the mediator believes the parties agree in some areas, the mediator will point this out and, as appropriate, review resolution options that were discussed in the private meetings. Should the parties then begin to come to terms, the mediator will ask them to help with the drafting of a resolution agreement. The mediator writes the agreement, but the content depends on the ideas and thoughts of the parties as they proceed through areas of commitment. If and when both parties concur with the language set forth in the agreement, they sign it. The terms of a signed agreement bind both parties.

Negotiated Agreements. When faced with performance or conduct concerns, a supervisor and employee may choose to negotiate the

Continued...

Dispute Resolution...

Continued...

terms of discipline, separation from NRL service or other action. The process results in a binding agreement that includes the employee's waiver of rights to challenge the agreed-on action. For more information on this avenue, contact the Employee Relations Branch, Code 1850.

Payment of Federal Employees' Health Benefit (FEHB) Premiums for Periods of Nonpay Status or Insufficient Pay

If you are enrolled in the Federal Employees' Health Benefit (FEHB) Program and you enter a nonpay status (including leave without pay (LWOP)) or when your pay otherwise becomes insufficient to cover FEHB premiums, you will be provided written notification of the following options, because you are responsible for payment of your regular employee premiums for each pay period you are enrolled:

- continuing your FEHB enrollment and agreeing to pay the premium or incur a debt, or
- terminating your FEHB enrollment.

If you choose to continue your FEHB enrollment, payment of the employee premiums may be made either on a current basis, or when you return to work. If you choose to terminate your FEHB enrollment and avoid the indebtedness for the premium:

- Your termination is subject to a 31-day temporary extension of coverage;
- You and any covered family members may convert to a nongroup contract; and

- You may re-enroll in any FEHB plan upon returning to pay and duty status, without having to wait for an open season or other enrollment event.

If you fail to make a decision regarding continuing or terminating your FEHB enrollment within the 31-day time frame given you (45 days for employees residing overseas), your FEHB coverage will be terminated.

In order to carry your FEHB coverage into retirement, you must be covered under a plan for five continuous years prior to retirement. A termination of FEHB coverage will not count towards satisfying the 5-year requirement. For example, if you have only 3 years of continuous coverage, and you go on LWOP for 1 year, when you return to pay and duty status you would still need to complete 2 more years of FEHB coverage. The 1 year of LWOP would not count towards the 5-year requirement. But if you already have your required 5 years of continuous FEHB coverage, this 1 year of LWOP will not count as a break in your coverage.

Additional or special rules apply if you enter a nonpay status:

- *to perform uniformed service,
- *to serve as an officer or employee of an employee organization,
- *to work under the Intergovernmental Personnel Act, or
- *to be absent in a LWOP status in excess of 365 days under the Family Medical Leave Act.



Lieutenant Colonel (Ret) Consuelo Kickbusch to Speak on Leadership

*Joe Pawlovich
NRL Diversity Committee*

The NRL Diversity Committee will host a program in honor of Women's History and Hispanic Heritage on 15 March 2001 from 10:00 am to 11:00 am in the Building 222 Auditorium. Lieutenant Colonel (Ret) Consuelo Castillo Kickbusch has been invited to speak. With her powerful messages, dynamic presentation style and passion for helping create leaders, Lieutenant Colonel (LTC) (Ret) Kickbusch has been invited to speak, train and consult all over the U.S. and Puerto Rico.

LTC (Ret) Kickbusch, a twenty-year United States Army veteran, was born and raised in a barrio (ghetto) in Laredo, Texas. LTC (Ret) Kickbusch is one of ten children and is successful in spite of poverty, humiliation, and illiteracy problems she fought against. She is a 1976 Law Enforcement graduate of Hardin-Simmons University (Abilene, Texas) where she earned her ROTC commission as a Second Lieutenant. She became the first woman commissioned as a ROTC officer in the state of Texas and earned a MS degree in Cybernetics from San Jose University, (San Jose, California). She became the highest-ranking Hispanic woman in the Combat Support Field in the U.S. Army, receiving numerous awards and decorations.

Upon retirement she formed Educational Achievement Services (EAS) to pursue her passion and life's work of mentoring and teaching leadership skills to disadvantaged youth and tomorrow's leaders, reinforcing her belief that a nation with strong leaders will be prepared to be globally competitive.

Continued...

Lieutenant Colonel to Speak...

Continued...

Her natural speaking abilities have taken her to every corner of the United States, spreading her inspirational messages of not giving up hope, but rather of taking charge and making a difference.

In her keynote address, LTC (Ret) Kickbusch will discuss the challenges she faced as a Hispanic woman striving for a successful career. In addition, she will discuss the issues women face in leadership roles and how to be a successful leader in today's society. The presentation will include hard-hitting practical skills, tips and techniques to provide women with confidence in their skills as powerful persuasive leaders. LTC (Ret) Kickbusch will discuss the importance of knowing who you are, having a sense of identity, and finding new ways of nurturing your inner selves to become more productive citizens and leaders. Also discussed will be gender and cultural differences in communication.

All employees are invited to attend the program. A sign language interpreter has been requested. Refreshments will be served in the Building 222, Exhibit Room following the presentation.

Five Steps to Safer Health Care



Medical error and patient safety aren't well understood by most Americans.

Every hour, many Americans die in a hospital due to avoidable errors, and others become disabled. Many patients get the wrong medicine, tests, and/or diagnosis. By asking questions, learning more, and understanding your risks, you can improve the safety of your health care, and that of your family members. The Office of Personnel Management (OPM) has published the following Five Steps to Safer Health Care:

1. **Speak up if you have questions or concerns.** Choose a doctor who you feel comfortable talking to about your health and treatment. Take a relative or friend with you if this will help you ask questions and understand the answers. It's okay to ask questions and to expect answers you can understand.
2. **Keep a list of all the medicines you take.** Tell your doctor and pharmacist about the medicines that you take, including over-the-counter medicines such as aspirin, ibuprofen, and dietary supplements like vitamins and herbals. Tell them about any drug allergies you have. Ask the pharmacist about side effects and what foods or other things to avoid while taking the medicine. When you get your medicine, read the label, including warnings. Make sure it is what your doctor ordered, and you know how to use it. If the medicine looks different than you expected, ask the pharmacist about it.

3. **Make sure you get the results of any test or procedure.** Ask your doctor or nurse when and how you will get the results of tests or procedures. If you do not get them when expected – in person, on the phone, or in the mail – don't assume the results are fine. Call your doctor and ask for them. Ask what the results mean for your care.
4. **Talk with your doctor and health care team about your options if you need hospital care.** If you have more than one hospital to choose from, ask your doctor which one has the best care and results for your condition. Hospitals do a good job of treating a wide range of problems. However, for some procedures (such as heart bypass surgery), research shows results often are better at hospitals doing a lot of these procedures. Also, before you leave the hospital, be sure to ask about follow-up care, and be sure you understand the instructions.
5. **Make sure you understand what will happen if you need surgery.** Ask your doctor and surgeon: Who will take charge of my care while I'm in the hospital? Exactly what will you be doing? How long will it take? What will happen after the surgery? How can I expect to feel during recovery? Tell the surgeon, anesthesiologist, and nurses if you have allergies or have ever had a bad reaction to anesthesia. Make sure you, your doctor, and your surgeon all agree on exactly what will be done during the operation.



People who soar are those who refuse to sit back, sigh and wish things would change. They neither complain of their lot nor passively dream of some distant ship coming in. Rather, they visualize in their minds that they are not quitters; they will not allow life's circumstances to push them down and hold them under.

—Charles R. Swindoll

Announcement of Awards

Nominations for the following awards are due as indicated below to the NRL Human Resources Office, Code 1850, or the ONR Training Branch. Contact these offices for detailed criteria.

The following award nominations may be submitted at anytime:

Navy Distinguished Civilian Service Award (DCSA)

This is the highest honorary award that the Secretary of the Navy may confer upon a civilian employee of the DoN. Bestowal is on a highly selective basis to employees who have distinguished themselves by extraordinary service or contributions of major significance to DoN.

Navy Superior Civilian Service Award (SCSA)



This is the highest honorary award that the Chief of Naval Research may confer on a civilian command employee. This award will be granted to recognize superior civilian service or a contribution that has resulted in ex-

ceptional values and/or benefits to the DoN. This is the second highest honorary award under the Navy Incentive Awards Program.

Navy Meritorious Civilian Service Award (MCSA)



This is the highest award that the NRL Commanding Officer may confer on a civilian employee. This award will be granted to recognize meritorious civilian service or a contribution that has resulted in high values and/or benefits to DoN. This is the third highest honorary award under the Navy Incentive Awards Program.

Navy Award For Distinguished Achievement in Science

This award is granted by the Secretary of the Navy to recognize pioneering scientific achievements that are extraordinary and significant in nature and that contain the potential of having far-reaching consequence.

NRL Lifetime Achievement Award

This award was established for bestowal on a highly selective basis to a current NRL civilian employee or team of employees for their continual and extraordinary achievements in the sciences (or engineering) that contribute substantively to the knowledge and capabilities of the nation and the U. S. Navy during a lifetime as an NRL scientist or engineer.

NRL Award of Merit for Group Achievement

This NRL award may be given at any time for a group contribution comparable to one for which an individual would receive Navy Meritorious Civilian Service Award consideration.



LATEST TSP RETURN RATES

Month	C Fund	F Fund	G Fund
Feb 00	(1.93%)	1.22%	0.53%
Mar 00	9.74%	1.32%	0.55%
Apr 00	(2.98%)	(0.29%)	0.52%
May 00	(2.05%)	(0.03%)	0.54%
Jun 00	2.44%	2.07%	0.53%
Jul 00	(1.56%)	0.89%	0.53%
Aug 00	6.19%	1.46%	0.52%
Sep 00	(5.27%)	0.64%	0.49%
Oct 00	(0.40%)	0.66%	0.51%
Nov 00	(7.87%)	1.65%	0.48%
Dec 00	0.50%	1.86%	0.48%
Jan 01	3.55%	1.65%	0.46%
Last 12 Months 02/2000–01/2001	(0.93%)	13.90%	6.32%





NRL Toastmasters Training

Whatever your goals in life may be, your success depends on your ability to communicate. People who can verbalize their ideas so they are heard, understood, and acted upon, possess one of the most important qualities of life.

You, as an NRL employee or contractor, are fortunate to have two Toastmasters International Clubs at your doorstep. Both NRL Clubs have ongoing communications and leadership programs in which members learn by doing in an atmosphere of understanding and friendship. A basic manual is used for the first ten speeches. Twelve additional advanced manuals cover specific areas of communication, such as Technical Presentations, Speaking to Inform, The Discussion Leaders, Speeches by Management and The Entertaining Speaker. Please feel free to visit or join either NRL club.

Forum Club

First and Third Tuesdays
of every month
11:45 a.m. to 1:00 p.m.
West Dining Room, Cafeteria
Bldg. 28
POC: Dave Fromm
(202) 404-4670

Thomas Edison Club

Weekly on Thursdays
12 noon to 1 p.m.
Bldg. 207, Rm. 157 (Chemistry)
First Floor, Conference Room
POC: Leslie Chaplin
(202) 404-8105

Personnel Operations Branch Training Information

Training Coordinator: Cheryl Miller, Code 1810

Voice: (202) 767-8323

Fax: (202) 767-8311

Email: Cmiller@hro1.nrl.navy.mil

HRO Training Web Site:

<http://amp.nrl.navy.mil/code1800/TRNGMENU.HTM>

Employees are encouraged to develop their skills and continue to gain knowledge to enhance their job performance to better meet the needs of our organization as well as their own goals for growth. The Personnel Operations Branch of the Naval Research Laboratory (NRL) Human Resources Office (HRO) continues to support and provide traditional and alternative methods of training for employees. Comments, questions and suggestions are always welcomed and can be sent to Cheryl Miller.

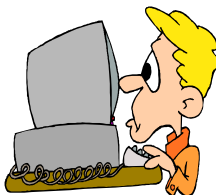
Training opportunities will continue to be advertised on the HRO web site, by email and in HRO Highlights. Watch for details on future training opportunities to include information on other local training. Schedules are being developed for HRO-sponsored courses such as Situational Leadership, Management Skills, Gender Communication, Visual Basics, Excel for Scientists and Engineers, C++, Unix and more.

ALTERNATIVE TRAINING

MULTI-MEDIA LIBRARY

The Computational Support Services Section, Code 5595 (CSS) provides NRL employees and contractors access to a variety of multi-media training material to include project management, programming, HR topics, web publishing and other topics. The media available includes VHS video, CD-rom and books with accompanying diskettes. Please access their listing for further information at <http://snowshoe.nrl.navy.mil/scripts/training-library/item-listing.asp>

COMPUTER BASED TRAINING (CBT)



The CSS and the HRO offer no cost CBT which is currently set up to run on Windows operating systems. This training will be available in the near future for Macintosh or Unix systems. CSS will forward completion of CBT courses to the HRO for entry into employee's training record. CSS also provides a multi-media library (video and CD-rom) of training materials and course notes for your convenience.

If you missed the introductory class offerings and require assistance, please email Cheryl Miller. Courses include computer programming and other software, business, financial, and management topics. A complete listing can be accessed from the training opportunities link provided on the HRO web site.

NATIONAL INDEPENDENT STUDY CENTER (NISC) CORRESPONDENCE TRAINING

Self-study allows employees to learn at their own pace at any location. In addition, the course materials often become invaluable reference sources after completion of a course. NISC offers more than 50 courses in English and writing, supervision, financial and project management, mathematics and statistics, human resources management, general skills and other areas. Please call (303) 236-8525 or email them at nisc@grad.usda.gov. A catalog is available at the HRO.

GRADUATE SCHOOL, USDA

The government trainer, the Graduate School, USDA, has a professional, certified staff of trainers available for a variety of training. They are increasing their Information Technology staff in order to remain current with rapidly changing topics. For further information, please visit their web site at www.grad.usda.gov or call (202) 479-4970.

In addition, they provide affordable, customized solutions to the challenges facing government managers in areas such as leadership, managing human capital; organizational change and knowledge management. For organizational development services, please call Gary Dzurec at (202) 314-3464 or visit the web site at www.grad.usda.gov/programs_services/special/orgdev.cfm.

NAVAL FINANCIAL MANAGEMENT CAREER CENTER (NFMCC)



The Department of Navy NFMCC conducts the Enhanced Defense Financial Management Course. This 5-day course, provided at no cost to individual or activity, is intended to improve the overall technical and managerial capabilities of the DoD financial management workforce. It will be offered in the Washington DC area several times during FY-01. Please visit their web site for further information and course schedules at www.nfmc.navy.mil/edfmc.htm.

HUMAN RESOURCES SERVICE CENTER, CAPITAL REGION (HRSC-CR)

The HRSC-CR presents courses at several sites including the Washington Navy Yard. Please visit their website at http://www.donhr.navy.mil/general-donhr_training.htm. If you are interested in attending a course, please follow Registration Procedure #2 described below. A catalog is available at the HRO.

SOUTHERN MARYLAND HOSPITAL CENTER

The Southern Maryland Hospital Center offers free health seminars, workshops, support groups and on-going programs. For a calendar of programs, please call the Community Health Line at (301) 877-5700.

PROGRAMS

EXECUTIVE LEADERSHIP PROGRAM FOR MID-LEVEL EMPLOYEES – CLASS OF 2002



This course, sponsored by the Graduate School, USDA, was formerly called the Women's Executive Leadership Program. It provides leadership training for high-potential Federal employees in preparation for future positions as leaders and managers. This program is a year-long leadership development program that affords employees the opportunity to meet and network with high level agency and Federal government officials through the completion of executive interviews, shadowing assignments, and developmental assignments. Over the program year employees will spend about five months away from their positions. This program is designed for full-time permanent Federal employees with less than one year's supervisory experience during their careers within the Federal government. It is open to men and women at the Demonstration Project Level NP-III, NR-IV, NR-V and NO-III (GS-11 to GS-13 level) or equivalent.

Although this program will be announced in the spring, for planning purposes, the USDA nomination deadline for the Class of 2002 is July 20, 2001. Packages must be submitted through your chain of command to Code 1810, Cheryl Miller not later than June 01, 2001 in order to meet USDA deadline. Orientation for the Class of 2002 is tentatively scheduled for August 19-24, 2002. If you require further information, please contact Cheryl Miller.

REGISTRATION AND PAYMENT PROCEDURES FOR TRAINING



As described in NRLNOTE 12410 of September 12, 2000, the HRO no longer maintains a G&A budget for generic or technical training. The courses described below in the Training Schedule will indicate which procedure NRL employees should follow to register for their course selection. Remember that submission of a DD-1556 or an In-House Nomination Form is only a ***nomination to attend; you must receive a confirmation of course attendance before you are officially scheduled to attend the class of choice.*** To receive confirmation, please remember to include a current voice and fax number, as well as your email address at the top of the form.

Procedure #1: HRO-sponsored technical training to be held at the NRL.

- Employee's division submits an approved DD-1556 to Code 1810CM. This DD-1556 must include procurement information; i.e., cardholder name, telephone number and credit card number with expiration date.
- Please include the employee's valid voice phone number, an email address for confirmation of registration, and Social Security number and employment level (i.e., NP-855-III) for entry into the employee's training record.
- Remember that the HRO is the point of contact for registration of NRL employees for these courses. The Division, employee or cardholder should not contact the vendor directly.
- Nomination deadlines will be strictly adhered to.
- Cancellation deadlines will be strictly adhered to. Cancellations should be emailed to Cheryl Miller by indicated deadline. No-shows or cancellations received after the deadline will result in a charge to the cardholder's credit card for the per person course fee.

Procedure #2: HRSC-sponsored generic training to be held at designated locations or the NRL.

- Employee's division submits an approved DD-1556 to Code 1810CM. This DD-1556 must include procurement information; i.e., cardholder name, telephone number and credit card number with expiration date.
- Please include the employee's valid voice phone number, an email address for confirmation of registration, Social Security number, and employment level (i.e., NP-855-III) for entry into the employee's training record.

- Remember that the HRO is the point of contact for registration of NRL employees for these courses. The Division, employee or cardholder should not contact the vendor directly.
- Nomination deadlines will be strictly adhered to.
- Cancellation deadlines will be strictly adhered to. Cancellations should be emailed to Cheryl Miller by indicated deadline. No-shows or cancellations received after the deadline will result in a charge to the cardholder's credit card for the per person course fee.

Procedure #3: HRO-sponsored management training or advertised "no cost" training.

- Employee's division submits an approved NRL In-House Nomination Form (HQ-NRL 12410/3 (Rev 8-96), which is available from your Administrative Office or the Forms Supply Store) to Cheryl Miller, Code 1810 or fax to (202) 767-8311.
- Please include the employee's valid voice phone number, an email address for confirmation of registration, Social Security number, and employment level (i.e., NP-855-III) for entry into the employee's training record.
- Nomination deadlines will be strictly adhered to.
- Cancellation deadlines will be strictly adhered to. Cancellations should be emailed to Cheryl Miller by indicated deadline. No-shows or cancellations received after the deadline will result in a charge back to the employee's division for the per person course fee.



Contractors and Other Government Personnel: Contractors and other Government personnel are eligible to attend HRO sponsored courses on a space available basis. If interested, they should call or email Cheryl Miller for further information.

NRL TRAINING SCHEDULE

COURSE: CONTRACTING OFFICER'S REPRESENTATIVE TRAINING (To be held at NRL-SSC)

Dates/Time/Location at NRL-SSC: March 27-29, 2001; 8:00 a.m. – 3:00 p.m.

Registration Procedures: Procedure #3. Contact Carolyn Gilroy at NRL-SSC for further information. Course is presented at *no cost* to NRL employees.

Nomination/Cancellation Deadlines: Employee's Division will be charged the per person fee of \$200.00 for a no-show fee.

Eligibility: Mr. Giancola of Procurement Training Associates will present this course. Employees seeking appointment as a COR are eligible to attend. There are no prerequisites; however, it is strongly recommended that the three-day course, Contracting at NRL: The Pre-Award Phase, be completed prior to taking this course.



Description: This course covers the relationship between contract type, contract administration and contract monitoring. The role of the COR at NRL, basic rules of contract interpretation, and resolution of problems in contract administration are discussed.

COURSE: SITUATIONAL LEADERSHIP

Dates/Time/Location: March 19 – 20, 2001; 8:00 a.m. – 4:00 p.m.; Bldg. 72, Rm 120

Registration Procedures: Procedure #3. Contractors should email Cheryl Miller for more information. Course is presented at *no cost* to NRL employees.

Eligibility: THIS COURSE IS REQUIRED FOR ALL NEW SUPERVISORS AND MANAGERS. Employees in Level III or above of any Career Track are encouraged to attend.

Nomination/Cancellation Deadlines: Employee's Division will be charged the per person fee of \$900.00 for a no-show fee.



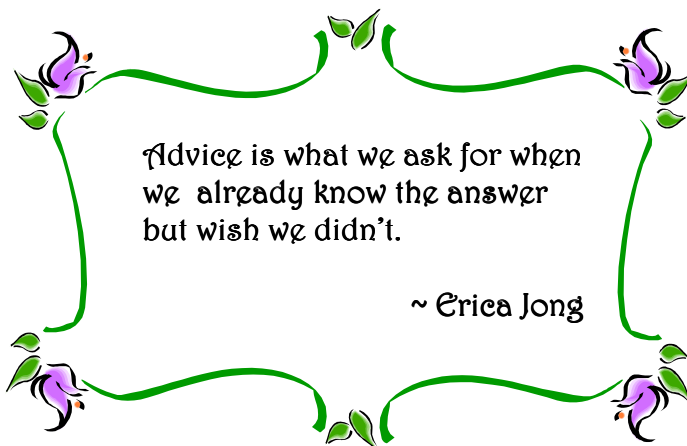
Description: Situational Leadership is a model for developing people and a way for leaders to help their employees become self-reliant achievers. It is a strategy for releasing energy and creativity in the organization and for aligning individual and organizational goals. To be truly effective, a leader must adapt their style to the skills and commitment of the people they want to influence. For an employee to achieve results, managers must be able to provide them with varying individualized levels of direction and encouragement. This workshop is designed to teach supervisors and managers to diagnose the needs of an individual or group, to become flexible and responsive to the needs of employees, and to apply the leadership style that would be most productive. By developing people, managing change and diversity, Situational Leaders bring a positive climate to their organization which tends to increase morale and reduce job stress. By opening lines of communication, increasing skill development, motivation and confidence, managers and employees will feel empowered, knowledgeable, adaptable, and responsive to new challenges.

Social Security is On-Line!



Would you like to know how much you've paid into Social Security and how much you can expect in benefits when you retire or if you become disabled? If so, the Social Security Administration (SSA) has put their request form, **Personal Earnings and Benefits Estimate Statement (PEBES)**, on-line on their home page.

To request a PEBES on-line, the SSA's web site address is www.ssa.gov.



Court Orders and Health Insurance Coverage

If you are an employee who is divorced with a court order requiring you to provide health insurance to a former spouse and children, your former spouse is no longer considered an eligible family member under the Federal Employees Health Benefits (FEHB) Program. You must provide health insurance for your former spouse through some means other than FEHB. Your former spouse may enroll in Temporary Continuation of Coverage (TCC), or if your former spouse is entitled to a portion of your annuity he/she may enroll in FEHB under the Spouse Equity Act, upon approval from the Office of Personnel Management. If the children are your biological or adopted children, then your children can be covered under your self and family enrollment in FEHB regardless of where your children live. If the children are your former spouse's, then the former spouse needs to provide coverage.

When a court order entitles your former spouse to a portion of your retirement annuity and the annuity ends upon your death, your former spouse's FEHB coverage will also end. Your former spouse will have the option to convert his/her FEHB to a private plan after it is terminated.

